



Maine Department of Transportation
Direct Hire
Staff Accountant
Anticipated Vacancy

Bulletin 15-77

CODE: 0329

RANGE: 20 (\$15.35 to \$20.68 per hour)

Value of State-paid Health & Dental Insurance – Effective July 1, 2015

\$390.86 bi-weekly: Less than or equal to \$30,000.00 – 5% Employee Contribution of Premium

\$370.98 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

Value of State's share of employee's retirement: 15.3% of pay

SEARCH OPENED: July 29, 2015

CONTACT: Kari Gould

CLOSING DATE: August 11, 2015, 4:30 p.m.

TELEPHONE: (207) 624-3068

POSITION TYPE: Permanent full-time

POSITION #: 02500-2291

BUREAU/DIVISION: Finance & Administration

LOCATION: Augusta

JOB DESCRIPTION: This position supports the Department of Transportation and is responsible for processing all journals for the Department, including not only journals processed through Advantage but internal journals necessary to properly reflect expenditures within our project management system. This position is responsible for reviewing and processing all encumbrances for the Department, reconciling them with both Advantage and our Free2000 contracts database (TRACs), as well as, other unencumbered contracts. This position is also responsible for reviewing and billing, on a monthly basis, accident damages, legal services to outside agencies, and other internal/external billings, as well as reconciling the Department's Petty Cash Fund.

MINIMUM QUALIFICATIONS: A Bachelors Degree from an accredited educational institution in Accounting **-OR-** any other Bachelors Degree from an accredited educational institution that includes at least 18 semester hours in accounting coursework **-OR-** An Associates Degree from an accredited educational institution in Accounting and 3 years of practical work experience providing complex technical support to professional accounting staff **-OR-** 6 years of practical work experience providing complex technical support to professional accounting staff. Accounting coursework must include successful completion of Principles of Accounting I & II, Intermediate Accounting I & II, plus two other accounting-related courses. Experience must demonstrate comprehension and application of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines and must demonstrate the ability to (1) classify and analyze financial data and records for the purpose of business financial planning; (2) design, recommend, and implement modifications of accounting methods, procedures, forms, and records; (3) prepare financial statements and reports such as balance sheets and other operating statements; and (4) analyze accounts and accounting relationships that result in complex accounting entries.

SELECTION PROCESS: Applicants must forward a cover letter, current resume and completed Direct Hire application, to: MaineDOT, Human Resources, Attn: Kari Gould, 16 State House Station, Augusta, ME 04333-0016, no later than 4:30 p.m., **Tuesday, August 11, 2015.** Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact Kari Gould at (207) 624-3068 to be interviewed along with certified candidates. Applications are available by calling, (207) 624-3050 also on the MaineDOT website: www.maine.gov/mdot.

MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION

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